



FEDERAL LABOR RELATIONS AUTHORITY

CAREER OPPORTUNITY ANNOUNCEMENT

Announcement No: FLRA 03-01		Opening Date: October 24 Closing Date: November 14	Job Title, Pay Plan, Series and Grade: Attorney-Advisor (Labor) GS-905-9/11/12/13/14
Number of Vacancies: One	Promotion Potential: GS-14	Salary Range: GS- 9 \$38,406 - \$49,924; GS-11 \$46,469 - \$60,405; GS-12 \$55,694 - \$ 72,400; GS-13 \$66,229 - \$86,095; GS-14 \$79,265 - \$101,742 Salaries include 2002 locality rate for the Washington, DC area.	
Duty Station/Agency Component: Office of the Solicitor The FLRA headquarters office is conveniently located two blocks from the Metro Center subway station in Washington, DC. Metrobus and a number of commuter buses are similarly close by. Numerous eateries, shops, theaters, and historical sites are within walking distance. Excellent employee benefit programs include: alternative work schedules, transit subsidy, and free work-out facility. (Note: In February 2003 the agency will relocate to 14 th and K Streets, N.W., near the McPherson Square Metro stop.)			
Work Schedule/Type of Appointment: Excepted Service Permanent Non-bargaining unit position Full Time			
Major Duties: Responsibilities include litigation and non-litigation duties . Litigation responsibilities include representing the Authority in all phases of appellate court litigation, including brief writing and, as assigned, oral argument, in proceedings involving review or enforcement of Authority orders filed in U.S. courts of appeals under 5 U.S.C. 7123(a) or (b); also, representing the Authority in cases filed in U.S. district courts and in proceedings before administrative bodies and arbitrators. Legal advice responsibilities include advising the Authority on legal questions presented by major case decisions or policy statements under the statute administered by the Authority; and on legal problems resulting from the impact of other statutes, Executive orders, or regulations on the operations of the Authority (e.g., Sunshine Act, Ethics in Government Act, Privacy Act). Advice responsibilities also include performing miscellaneous legal advisory duties upon the request of Members of the Authority, the Federal Service Impasses Panel, the General Counsel, and the Chief Counsels of the respective Members' offices; and assisting in determining the propriety of requests for records, documents, or other Authority information submitted by members of the public under the Freedom on Information Act.			
Conditions of Employment: Must meet any time-in-grade requirement by the closing date of the vacancy announcement Occasional travel across the U.S. Security investigation			

<p>Who May Apply: Nationwide - All sources (i.e., all U.S. citizens who meet the job qualifications)</p>	<p>Are you:</p> <ul style="list-style-type: none"> ✓ a 30 percent compensable veteran; ✓ eligible for a Veterans' Readjustment Appointment (VRA); or ✓ severely handicapped? <p>If so, we may be able to consider you under a special hiring authority. Please be sure to clearly designate your eligibility for these types of appointments in your cover letter of application.</p> <p>Are you:</p> <ul style="list-style-type: none"> ✓ a candidate with a disability and therefore need a reasonable accommodation for any part of the application and hiring process? <p>If so, ask for an application for accommodation on which you describe your needs. (Determinations on requests for reasonable accommodation are made on a case-by-case basis.)</p>
<p>To apply for this position, you must have the following qualifications: All applicants must have graduated from an accredited law school with a J.D. or LL.B, and must have been admitted to the bar. In addition:</p> <ul style="list-style-type: none"> - applicants for GS-11 must have one year of professional legal experience, OR must show superior law student work or activities (e.g., academic standing in the upper third of the law school graduating class; work or achievement of significance on a law school's official law review; special high level honors for academic excellence in law school, such as election to the Order of the Coif; winning a moot court competition with other law schools; full-time or continuous participation in a legal aid program; significant summer law office or law clerk experience; or other equivalent evidence of clearly superior achievement). One year of the professional legal experience must have been equivalent to the GS-9 grade level in the Federal Service; - applicants for GS-12 must have had two years of professional legal experience or an equivalent combination of professional legal experience and education, or must have completed one year of acceptable performance in the same or closely related work equivalent to the GS-11 grade level in the Federal Service; - applicants for GS-13 must have had three years of professional legal experience or an equivalent combination of professional legal experience and education, of which one year must have been in the labor relations field or other public employment law field or comparable experience (such as Federal court or administrative agency litigation), or must have completed one year of acceptable performance in the same or closely related work equivalent to the GS-12 grade level in the Federal Service; - applicants for GS-14 must have had four years of professional legal experience or an equivalent combination of professional legal experience and education, of which two years must have been in the labor relations field or other public employment law field, or comparable experience (such as Federal court or administrative agency litigation), or must have completed one year of acceptable performance in the same or closely related work equivalent to the GS-13 grade level in the Federal Service. 	

Quality Ranking Factors: You must address listed desired knowledge, skills, and abilities on a separate sheet of paper and attach it to your application. The applications of the highest ranked candidates will be sent to the selecting official for selection consideration. If the factors are not separately addressed, the Agency has the option to exclude your incomplete application from consideration.

Desired Knowledge, Skills, and Abilities (if you meet the minimum education and experience requirements, these desirable factors will be used to determine if you are among the best qualified):

1. Litigation experience in either a trial or other advocacy position, and/or experience in labor relations under the Civil Service Reform Act of 1978, the National Labor Relations Act, or state labor relations laws.
2. Writing skill. Please do not submit writing samples; these may be requested later in the selection process.
3. Verbal skills sufficient to provide legal advice to Agency employees at all grade levels and to Agency clients.

Special Remarks:

Relocation expenses will not be paid.

Position is excluded from coverage by the Agency's bargaining unit.

Attorneys new to the Federal government must serve a two-year trial period.

Transcripts, including grade-point-average, are required for entry level Attorney, GS-9 positions.

Position requires infrequent travel nationwide.

Agency Mission: The Federal Labor Relations Authority (FLRA) is an independent agency responsible for administering the labor-management relations program for non-postal Federal employees world-wide. It employs approximately 215 employees dispersed among the Washington, DC headquarters and seven regional offices. The Agency consists of three components: the Authority, the General Counsel and the Federal Service Impasses Panel. The **Authority** is a quasi-judicial body which resolves disputes over the negotiability of proposals made by Federal employee unions in collective bargaining with Federal agencies. It also resolves exceptions to grievance arbitration awards and decides whether conduct alleged in a complaint constitutes an unfair labor practice. In addition, it reviews determinations made by Agency Regional Directors in disputes over union elections and unit determinations. The **Office of the General Counsel** is responsible for independently investigating, and settling or prosecuting unfair labor practice charges; receiving and processing representation proceedings; and providing facilitation, intervention, training and education services to the parties to prevent and/or resolve disputes. The **Federal Service Impasses Panel** provides assistance to Federal agencies and unions representing Federal employees in resolving impasses arising from negotiations over conditions of employment. For additional FLRA information, you may visit our website at: <http://www.flra.gov>.

Employee Programs and Benefits:

As an employee-oriented Agency, FLRA offers options in work schedules such as working a regular fixed schedule, or flexible schedules that allow varied arrival and departure times or number of hours per day worked. There are opportunities to attend skills-enhancing and skills-maintenance training. Employees may earn a variety of monetary and non-monetary awards. Frequent travelers may participate in a travel gain-share pilot July 1, 2001-December 2002. An employee assistance program provides confidential, professional counseling and referral service to help troubled employees, a health service which provides periodic health screening opportunities at nominal cost, and a leave donation program that can assist employees during personal medical emergencies. For special circumstances, there are opportunities to work at home on a limited basis. All employees are paid by electronic funds deposit.

FLRA recognizes the Union of Authority Employees (UAE) as the exclusive bargaining representative of eligible employees.

The FLRA subsidizes health benefits and life insurance costs. Its portable Federal Employees Retirement System permits eligible employees to supplement their retirement by contributing to a Thrift Savings Plan (similar to 401K savings plans). Employees on appointments of more than 90 days with set work schedules earn annual and sick leave based on their years of service, beginning at 104 hours each of annual and sick leave per year for a full time employee.

How To Apply for This Position: Submit your resume with the information described on the attached "Application/Resume Checklist," so that the information is received at the following address by 5:00 p.m. Eastern Standard Time by the closing date of the announcement: Federal Labor Relations Authority, Human Resources Division, 607 14th Street, NW, Suite 430, Washington, DC 20005.

To request a copy of this announcement, call the Job Line at (202) 482-6537. To download a copy, visit our website at <http://www.flra.gov/29-jobs.html>. There is a statutory prohibition against using Government-franked envelopes to mail applications.

Qualified applicants will receive consideration without regard to such non-merit factors as race, color, religion, gender, handicap, age, sexual orientation, national origin, political affiliation, marital status, non-disqualifying disabilities, membership or non-membership in an employee organization, personal favoritism, protected genetic information, or status as a parent.

Once selection is made an announcement will be placed on FLRA's web page. Please note that the selection process may take up to 120 days.

DEFINITIONS:

Competency. An observable, measurable, pattern of skills, knowledge, ability, behaviors, and other characteristics needed to perform work roles or occupational functions successfully.

Excepted Service. Includes all civilian positions in the executive branch which are specifically excepted from the competitive service by law, Executive order, or regulation, and includes student positions, those of a confidential or policy-determining character, and those for which it is not practicable to examine against a qualification requirement.

Non-Status Candidate. An individual who has never served in a competitive service Federal position.

Salary Range. There are ten salary increments (called “steps”) within each grade level. Candidates with no prior Federal service generally are appointed at step 1, which is the minimum pay rate of the grade for which selected. Some candidates possess superior academic or experience qualifications and may be hired above the entry level salary. The Human Resources Division, in concert with the selecting official, will determine salary level prior to extending a final offer of selection to a candidate. The salary is not negotiable after appointment.

Preference Eligible. A candidate with veteran’s preference. In certain instances, additional points are added to the candidate’s ranking and this preference is considered in the selection process.

Promotion Potential. The target grade the selected applicant can expect to achieve without further competition. Promotion beyond the target grade would require further competition or review.

Quality Ranking Factor. Quality Ranking Factors are knowledge, skills or abilities which would enhance an applicant’s ability to succeed on the job. These factors are used to rank applicants’ quality of education and experience.

Reasonable Accommodation. Includes, but is not limited to, making existing facilities used by employees readily accessible to and usable by persons with disabilities; job restructuring; modification of work schedules; providing additional unpaid leave; reassignment to a vacant position; acquiring or modifying equipment or devices; adjusting or modifying examinations, training materials, or policies; and providing qualified readers or interpreters. Reasonable accommodation may be necessary to apply for a job, to perform job functions, or to enjoy the benefits and privileges of employment that are enjoyed by people without disabilities.

Selective Factor. A selective factor is a knowledge or skill an applicant must have in order to perform the job requirements satisfactorily. Applicants must possess a stated selective factor in order to be rated at least minimally qualified for the job.

Severely Handicapped. An individual with a physical or mental impairment that substantially limits one or more major life activities, has a record of such an impairment, or is regarded as having such an impairment. Major life activities are those that an average person can perform with little or no difficulty such as walking, breathing, seeing, hearing, speaking, learning, and working.

Status Candidate. Federal employees acquire status by completing a probationary period under a career-conditional or career appointment in the competitive service.

Trial and Probationary Periods. Applicants selected for excepted service permanent positions serve a two-year trial period if they are non-veterans’ preference eligibles, and a one-year period if they are a veterans’ preference eligible. Applicants selected for a career or career-conditional appointment serve a one-year probationary period. During these trial and probationary periods, the agency determines the fitness of the employee, and the employee has no appeal rights if the Agency decides to terminate the appointment.

Veterans Readjustment Appointment. A special authority by which agencies may appoint an eligible veteran without competition. The candidate must meet the basic qualification requirements for the position. Appointments are for a 2-year period; successful completion of the VRA appointment leads to a permanent civil service appointment. Candidates must have served on active duty for a period of more than 180 days which occurred after August 4, 1964, and received other than a dishonorable discharge. Active duty service of more than 180 days is not required if you were discharged or released from active duty because of a service-connected disability.

APPLICATION/RESUME CHECKLIST

*To ensure full and proper consideration, your application/resume must contain the following information.
Failure to submit this information may result in non-consideration for the position.*

Job Information

- C Vacancy number, position title and grades(s)

Personal Information

- C Full name, mailing address (with zip code),
phone numbers (with area code)
- C Social Security Number
- C Country of citizenship
- C Veterans' preference
- C Reinstatement eligibility, if any
- C Title and series of highest Federal civilian job held, if any

Education

- C High school (name, city, state and zip code);
date of diploma or GED
- C Colleges or universities (name, city, state, and
zip code); Majors
- C Type and year of degrees received (if no
degree, show semester/quarter hours).
- C Transcripts - only if applying for entry level
Attorney, Law Clerk, or Outstanding Scholar
positions.

Work Experience

- C Title (include specific dates held, number of
hours worked per week and, if Federal job,
reflect series and grade)
- C Duties
- C Employer's name and address
- C Supervisor's name and phone number
- C Starting and ending dates (month, day, and
year)
- C Number of hours worked per week and
beginning and ending salary for each
experience
- C Indicate if we may contact current supervisor

Other Qualifications

- C Training (title, hours, year)
- C Special skills (e.g., computer
software/hardware, typing speed, etc.)
- C Current certificates and licenses (e.g., Bar
membership; CPA)
- C Honors, awards, accomplishments (e.g.,
publications, performance award,
memberships in professional organizations or
societies, leadership activities, public speaking.

Selective Factors; Job-Related Competencies; and Desirable Knowledge, Skills, and Abilities

You must address the listed factors on a separate
sheet of paper and attach it to your application.

Background Questionnaire

You are requested to complete the attached
"Background Survey Questionnaire 79-2."

Performance Appraisal

Current or former Federal employees must
submit a copy of most recent performance
appraisal and a copy of a recent SF-50,
"Notification of Personnel Action" reflecting
grade, title, series, and annual pay.

Veterans' Preference DD-214

Preference does not apply to Outstanding Scholar
or to internal Federal merit promotion actions.
For other positions, if you are claiming veterans'
preference, submit form DD-214, and, if
applicable, proof of disability or mother/widow
preference.

NOTE: Preference eligibles or veterans who have
been separated from the armed forces under
honorable conditions after 3 years of more of
continuous active service may apply to the
announcement. Also, the Defense Authorization
Act of 1997 extended veterans' preference to
persons who served on active duty during the Gulf
War, and authorizes that the Armed Force
Expeditionary Medal for service in Bosnia is
qualifying for veterans' preference.

Disability Status

Applicants with disabilities who are eligible for
non-competitive appointment under special
appointing authorities must indicate their special
status and provide appropriate current
certification of that status.

CTAP or ICTAP Eligibility

Individuals applying to competitive service
positions who have priority consideration rights
under the Interagency Career Transition
Assistance Program (ICTAP) or the Agency
CTAP.

**United States
Federal Labor Relations Authority
Background Survey Questionnaire 79-2**

Form Approved
MB No. 50-RO-616

<p style="text-align: center;">GENERAL INSTRUCTIONS</p> <p>The information from this survey is used to help insure that agency personnel practices meet the requirements of Federal law. Your responses are voluntary. Please answer each of the questions to the best of your ability. Please print entries in pencil or pen. Use only capital letters. Read each item thoroughly before completing the appropriate code number in each box.</p> <p>Name (Last, First, MI) _____</p> <p>Position for which you are applying _____</p> <p>Date (Month, Day, Year) _____</p> <p>1. Social Security Number _____</p> <p>2. Year of Birth 19____</p> <p>3. Do you have any physical disability? _____</p>	<p style="text-align: center;">PRIVACY ACT INFORMATION</p> <p style="text-align: center;">GENERAL</p> <p>This information is provided pursuant to Public Law 93-579 (Privacy Act 1974) December 31, 1974 for individuals completing Federal records and forms that solicit personal information.</p> <p style="text-align: center;">AUTHORITY</p> <p>Sections 1302, 3301, 3304 and 7201 of Title 5 of the US Code.</p> <p style="text-align: center;">PURPOSE AND ROUTINE USES</p> <p>The information from this survey is used for research and for a Federal equal opportunity recruitment program to help insure that agency personnel practices meet the requirements of Federal law. Address questions concerning this form and its uses to the Director PRDC, Office of Personnel Management, Washington, D.C. 20415.</p> <p style="text-align: center;">EFFECTS OF NONDISCLOSURE</p> <p>Providing this information is voluntary. No individual personnel selections are made on this information.</p> <p style="text-align: center;">INFORMATION REGARDING DISCLOSURE OF YOUR SOCIAL SECURITY NO. UNDER PUBLIC LAW 93-579, SECTION 7 (b)</p> <p>Solicitation of the Social Security Number (SSN) is authorized under provisions of Executive Order 9397 dated November 22, 1943. It is used to relate this form with other records that you file with Federal agencies and the Office of Personnel Management.</p>
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4. How did you learn about the particular position or exam for which you are applying? (You may select up to three choices.)

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| <ul style="list-style-type: none"> 01 - Private Information Service 02 - Newspaper 03 - Magazine 04 - Radio 05 - TV 06 - Poster 07 - Private Employment Office 08 - State Employment Office (Unemployment Office) | <ul style="list-style-type: none"> 09 - Agency Personnel Dept. (Bulletin Board or Other Announcement) 10 - Agency or Other Federal Government Recruitment at School or College 11 - Federal, State or Local Job Information Center 12 - Religious Organization 13 - School or College Counselor or Other Official 14 - Friend or Relative Working for Agency 15 - Friend or Relative Not Working for Agency 16 - Other (Specify) _____ |
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5. Please categorize yourself in terms of race, sex, and ethnic categories below. First read definitions of subcategories. The racial and ethnic categories for Federal statistics and administrative reporting are defined as follows:

ETHNICITY: Hispanic - A person of Mexican, Puerto Rican, Cuban, Central or South America or other Spanish culture or origin regardless of race.

RACE: American Indian or Alaskan Native -- A person having origins in any of the original peoples of North America, and who maintains culture identification through tribal affiliation or community recognition. Asian or Pacific Islander -- A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands. This area includes, for example, China, India, Japan, Korea, the Philippine Islands, and Samoa. Black or African American -- A person having origins in any of the original peoples of Africa. White -- A person having origins in any of the original peoples of Europe, North Africa, or the Middle East.

<p>A. Race</p> <ul style="list-style-type: none"> 1. American Indian or Alaskan Native 2. Asian or Pacific Islander 3. Black or African American 4. White 5. Other (Specify) _____ 	<p>B. Sex</p> <ul style="list-style-type: none"> 1. Male 2. Female 	<p>C. Ethnicity</p> <ul style="list-style-type: none"> 1. Hispanic Origin 2. Not of Hispanic Origin
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